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12 APR 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Proposed Office of Finance Staffing
Complement for FY 1972

REFERENCES : My memoranda dated 20 March 1972 and
31 March 1972, Subject: Organization
of the Office of Finance

1. This memorandum transmits the proposed FY 1973 organization and staffing structure for the Office of Finance and contains a recommendation in Paragraph 4 for your approval.

2. The proposed organization and staffing structure attached as Tab A incorporates the changes outlined in the referent memoranda, copies of which are attached as Tabs B and C. Also included are minor position grade changes with offsetting changes necessary to avoid an increase in our average grade. Most of the grade changes proposed for FY 1973 were also included in the proposed FY 1972 Staffing Complement and were previously reviewed and tentatively approved by the Position Management and Compensation Division (FMCD). However, since the FY 1972 grade changes would have resulted in an unacceptable increase in the Office average grade, the former Director of Finance in discussions with FMCD representatives withdrew his request for certain upgradings and made such other grade changes as were necessary to conform to the FY 1972 average grade of GS-08.9632 authorized for the Office.

3. The proposed Staffing Complement attached as Tab A includes not only minor organization and staffing changes but also reflects position adjustments necessary to reduce the present Office of Finance ceiling [REDACTED] to that programmed for FY 1973 (i.e. [REDACTED]). The Staffing Complement proposed does not change either the present number of positions at the GS-14 level and above or significantly alter our present average grade. In fact the average grade is reduced slightly, from GS-08.9629 to GS-08.9618. Attached as Tab D for comparative purposes is a summary table reflecting the current and proposed positions at each grade.

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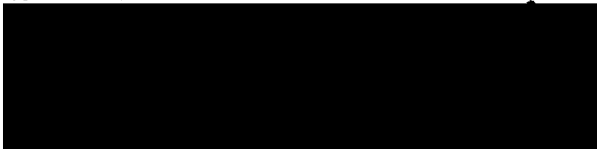
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- 2 -

4. It is recommended that the proposed organization and staffing structure for the Office of Finance as reflected in Tab A be approved.

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Thomas B. Yale
Director of Finance

Attachments:

- Tab A - Proposed Staffing Complement
- Tab B & C - The Referent Memoranda
- Tab D - Grade Summary

The recommendation in Paragraph 4 is approved:

John W. Coffey
Deputy Director
for Support

Date

Distribution:

- Orig - Office of Finance
- 2 - DD/S
- 2 - OF/SS

*cy of support for the
given to each Dev Chief 5/3/82*

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20 MAR 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Organization of the Office of Finance

1. I am proposing for your consideration minor changes in the organization of the Office of Finance. A chart reflecting the proposed changes is attached (Tab A). Also attached, for comparative purposes, is a copy of the current organization chart for this Office (Tab B).

2. The salient changes I am proposing are summarized as follows:

a. Modification of the multiple Deputy Director concept by eliminating the three directorates as separate organizational entities.

b. Separation of the financial analysis function from the intra-Governmental liaison function.

c. Establishment of two new positions of Assistant to the Director of Finance -- one concerned with intra-Governmental liaison and funding, and the other concerned with policy planning and financial analysis.

I believe these changes will streamline the chain of command, will result in overall improvement in our financial support activities, and will provide for more effective utilization of senior personnel resources.

3. The grade structure proposed for the senior staff (i.e., supergrades) is consistent with that currently authorized for the Office of Finance and, in addition, enables us to restore the well-deserved and fully-justified supergrade (GS-16) for the position of Chief, Monetary Division. The supergrade positions under the proposed new structure and those currently authorized under the existing structure are noted on the charts attached as Tabs A and B.

4. Subject to your approval in principle, I would like to implement the major portion of the proposed new management structure at this time and to incorporate the position and organizational changes in the proposed Fiscal Year 1973 Staffing Complement for the Office of Finance which is due in early April 1972. The proposed Staffing Complement will be submitted within our currently authorized average grade and our Fiscal Year 1973 ceiling, and will reflect no increase in the number of positions at the GS-14 level and above.

- 2 -

5. With respect to the currently authorized average grade for this Office, it should be noted that some upward adjustment probably will be required within the next year or so when the Data Management Center (DMC) becomes operational. As I mentioned briefly at your 11 February 1972 meeting during the preliminary review of the budget and program plans for each DD/S office for Fiscal Year 1974, and as emphasized in the Office of Finance contribution to your Fiscal Year 1974 Program Memorandum, we expect that the impact of the DMC on this Office will, inter alia, require some realignment in the mix of our staff resources with a resultant increase in the grade level of some of our positions. We foresee greater need for experienced personnel who are capable of more sophisticated financial analysis and review while our requirements for lower-graded personnel currently engaged in routine finance and accounting functions are expected to diminish. Action to recognize the anticipated change in the mix of our positions will of course be deferred until we have some experience on which to base a formal proposal.

6. I will be glad to meet with you at your convenience to discuss the proposed organization structure and related personnel assignments.



Thomas B. Yale
Director of Finance

25X1A

Attachments

- Tab A - Proposed Organization Chart
- Tab B - Current Organization Chart

Distribution:

- Orig & 1 - Addee
 - 3 - OF/SS
- DEY/pj (20 Mar 1972)

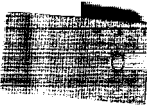
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31 March 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Organization of the Office of Finance

REFERENCE : My memorandum dated 20 March 1972,
subject as above

Jack:

1. This will serve to supplement the referent memorandum and our discussion last Tuesday concerning the changes I am proposing in the organization of the Office of Finance.

2. As indicated in the referent memorandum, I propose to eliminate the three Directorates in the Office and would hope to have each of the two Deputy Directors become sufficiently knowledgeable about the overall activities of the Office to be able to function across the board as alter ego to each other and to the undersigned as necessary. This is not to say, however, that we will revert to the cumbersome procedure existent in prior years where everything from the line divisions and staffs passed through each succeeding echelon. While the undersigned as Director of Finance will of course be responsible for all activities of the Office, it is my intention to assign to each of the Deputy Directors functional areas for which they will be responsible.

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3. The attached chart reflects by dotted lines the general areas of responsibility I propose to assign to the two Deputy Directors. Specifically, [REDACTED], as Deputy Director of Finance, will continue as Chairman of the Career Service Board and will for the immediate future continue to oversee the liaison activities, which will be centralized in the staff of the Assistant to the Director for Liaison. He will also take over my former Financial Operations duties as they relate to the decentralized B&F offices, the overseas stations, and the Monetary, Compensation and Tax, and Certification and Liaison Divisions. The liaison activity as presently envisaged will be handled by a small staff of three officers headed by [REDACTED]. Over the longer term if a realignment of the workload dictates, the Deputy Director for Special Activities may assume responsibility for overseeing the liaison activity.

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- 2 -

4. It is my intention to have [redacted] as Deputy Director For Special Activities, continue to oversee the activities of the Accounts and the Commercial Systems and Audit Divisions as at present, and also to take over some of the special activities the undersigned was formerly deeply involved with while serving as Deputy Director (e.g., Travel Policy Committee). He also will continue as Chairman of both the Overpayment Review Committee and the Board of Review for Shortages and Losses.

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5. While I will expect the two Deputies to provide normal direction and guidance to the organizational units indicated, and to handle matters arising within their functional areas, I intend to be directly accessible to all of my senior officers on matters requiring policy decision.

6. I will be glad to meet again with you and Mr. Veltius at your convenience to discuss in greater detail the changes I propose to implement in the Office of Finance.

[redacted]
Thomas B. Yale
Director of Finance

25X1A

Attachment
As stated above

Distribution:
Orig & 1 - Addee w/att
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DEY/pj (31 Mar 1972)

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SUBJECT : Organization of the Office of Finance

REFERENCE : My memorandum dated 20 March 1972,
subject as above

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- 2 -

25X1A

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5. While I will expect the two Deputies to provide normal direction and guidance to the organizational units indicated, and to handle matters arising within their functional areas, I intend to be directly accessible to all of my senior officers on matters requiring policy decision.

6. I will be glad to meet again with you and Mr. Wattles at your convenience to discuss in greater detail the changes I propose to implement in the Office of Finance.

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[REDACTED]
Thomas B. Cyle
Director of Finance

Attachment
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DEY/pj (31 Mar 1972)

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Organization of the Office of Finance

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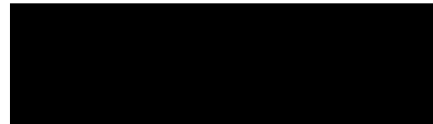
3. The grade structure proposed for the senior staff (i.e., super-grades) is consistent with that currently authorized for the Office of Finance and, in addition, enables us to restore the well-deserved and fully-justified supergrade (GS-16) for the position of Chief, Monetary Division. The supergrade positions under the proposed new structure and those currently authorized under the existing structure are noted on the charts attached as Tabs A and B.

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- 2 -

5. With respect to the currently authorized average grade for this Office, it should be noted that some upward adjustment probably will be required within the next year or so when the Data Management Center (DMC) becomes operational. As I mentioned briefly at your 11 February 1972 meeting during the preliminary review of the budget and program plans for each DD/S office for Fiscal Year 1974, and as emphasized in the Office of Finance contribution to your Fiscal Year 1974 Program Memorandum, we expect that the impact of the DMC on this Office will, inter alia, require some realignment in the mix of our staff resources with a resultant increase in the grade level of some of our positions. We foresee greater need for experienced personnel who are capable of more sophisticated financial analysis and review while our requirements for lower-graded personnel currently engaged in routine finance and accounting functions are expected to diminish. Action to recognize the anticipated change in the mix of our positions will of course be deferred until we have some experience on which to base a formal proposal.

6. I will be glad to meet with you at your convenience to discuss the proposed organization structure and related personnel assignments.



Thomas B. Yule
Director of Finance

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Attachments

- Tab A - Proposed Organization Chart
- Tab B - Current Organization Chart

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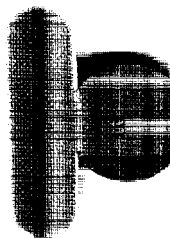
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Office of Finance Staffing Complement - FY 1973

OF/SS
1213 Key

2972

12 April 1972

25X1A

625 C of C

In accordance with our telecon of 11 April 1972, attached is the proposed Staffing Complement for the Office of Finance for FY 1973 as well as a summary of points and positions by grade.

25X1A

Executive Officer
Office of Finance

SUBJECT: (Optional)				
FROM: OF/SS 1213 Key		EXTENSION 2972	NO. DATE 13 April 1972	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. D/Pers 5E-56 Hqs.				<p>Harry:</p> <p>Attached pursuant to our telecon of late yesterday is the proposed organization chart for the Office of Finance which Jack Coffey and Bob Wattles suggested you have your people look over for appropriateness of graphic arrangement (and for eventual inclusion in [REDACTED]). The dotted lines on the second chart show our informal organization and illustrate the broad general areas of responsibility I plan to assign to the two deputies. Copies of my memorandum to Jack outlining our re-organization intentions and objectives, which have been discussed with and agreed to in principal by both Jack and Bob, are also attached for your background information.</p> <p style="text-align: right;">15/ Thomas B. Yale D/Fin</p>
2.				
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4.			25X1A	
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Approved For Release 2000/09/08 : CIA-RDP80-01341A000200010004-4

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: OF/SS
1213 Key

EXTENSION

2972

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. 25X1A

Mr. [REDACTED]

4/6/72 Jhm

2.

Mr. [REDACTED]

4/12 [REDACTED]

3.

Mr. Yale

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

To 1 & 2 -- Attached for your review is our proposed FY 1973 Staffing Complement. The changes we have incorporated our summarized in the attached list of changes. Request that you look this over carefully to insure that all of the changes meet with your approval. The attached package is ready to go to Mr. Coffey as soon as he gives us an unofficial approval on our proposed new organization structure.

To 3 -- If you would like to sign this now we will hold the package until you give us the green light.

[REDACTED]
EO/Fin

25X1A

Approved For Release 2000/09/08 : CIA-RDP80-01341A000200010004-4

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed Office of Finance Staffing Complement for FY 1972

FROM:

OF/SS
1213 Key

EXTENSION

2972

NO.

DATE

12 April 1972

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DD/S
7D-26 Hqs.

2.

3.

4.

5.

25X1A

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

I have incorporated the title changes we discussed this morning in our proposed Staffing Complement attached as Tab A. As you suggested, I will get together with Harry Fisher on our proposed chart to see if we can come up with a better arrangement. I will of course again check with you on the final version we come up with before submitting our chart for inclusion in [REDACTED]

/s/

Thomas B. Yale
D/Fin